

GENERAL INSTRUCTIONS FOR COMPLETING IMMUNIZATION ASSESSMENT SCHOOL YEAR 2006 – 2007

The appropriate summary reports, worksheets, and other accompanying materials should be distributed to the person who will be completing the forms.

1. Each school with kindergarten students must complete the form entitled "Summary Report on the Immunization Status of Kindergarten Students".
2. Each school with first grade students must complete the form entitled "Summary Report on the Immunization Status of First Grade Students".
3. Each school with sixth grade students must complete the form entitled "Summary Report on Status Measles and Polio of Sixth Grade Students".
4. Complete the identifying information at the top of each form. County, Corporation and School Codes can be found in the latest Indiana School Directory published by the Department of Education. A copy of the Indiana School Directory is available at: <http://www.doe.in.us/publications/schooldirectory.html>.
5. Complete the summary report forms using the worksheets. **DO NOT SEND WORKSHEETS TO THE STATE DEPARTMENT OF HEALTH, ONLY THE SUMMARY REPORTS.**
6. Make copies of each completed form for your files and forward one copy to your local health department.
7. Electronic filing of the summary reports can be completed through the CHIRP website at: <http://chirp.isdh.state.in.us> or submit the completed summary form(s) as follows:

Public schools should forward their form(s) to the superintendent, or designee, so that all reports for the corporation can be sent together to the address listed below. Each school, or portion of a school that has its own school number, must have a separate summary report.

Nonpublic schools should send their completed form(s) to:

Indiana State Department of Health
Immunization Program, 6A
2 North Meridian Street
Indianapolis, IN 46204-3003

8. As part of the school reporting process, validations are performed by Immunization Field Staff at schools between January and April of each year (see IC 20-34-4-6). The schools selected for a validation are chosen randomly. If your school is selected, an Immunization Field Representative will be contacting you to schedule an appointment to complete the validation.

The summary report must be sent in before **November 1, 2006**